



Problem-Solving Courts Committee
Education Subcommittee Meeting

December 5, 2008
10:30 a.m. – 12:30 p.m.

Minutes

I. Call to order

The meeting was called to order at 10:38 a.m. Members present included Chris Cunningham, Sheila Hudson, Paul Southwick, Judge John Surbeck and Don Travis. Others present included IJC staff members Jamie Bergacs, Mary Kay Hudson and Diane Mains.

II. Review of minutes from last meeting-August 14, 2008

Members reviewed and approved the minutes from the last meeting held August 14, 2008.

III. Review Workshop Evaluations

Jamie Bergacs reported per the request of the PSCC an e-mail was sent to all conferees asking for those that had not already done so to submit a workshop evaluation to IJC. Only 4 additional evaluations were received.

Members were provided with an updated evaluation summary that indicated the number of evaluations received for the overall workshop and each plenary and breakout session.

It was suggested that in order to increase the number of evaluations submitted, have a prize drawing of completed evaluation forms at the end of the workshop.

IV. 2009 Problem-Solving Courts Workshop Planning

○ **Days**

Members decided that the 2009 workshop will commence on a Tuesday at noon and conclude on a Thursday at noon. Based on hotel availability, the subcommittee has proposed the workshop take place Oct. 6 - Oct. 8, 2009.

○ **Location**

Members discussed possible locations for the 2009 workshop and agreed the workshop should be held in Indianapolis. Members asked that IJC staff look for facilities either downtown or at Keystone at the

Crossing. It is preferred that the facility be able to accommodate the workshop with breakout rooms located on the same floor.

As the days and location of the 2009 workshop were discussed, members also began brainstorming for the workshop. The following ideas for the 2009 workshop were discussed:

- Structuring the closing plenary to consist of two speakers.
- Providing additional training sessions on mental health issues.
- Opening the workshop with a plenary followed by a more in-depth breakout session.
- Offering a criminal justice system overview breakout session to include a walkthrough from arrest to the various types of courts offered. Develop a flow chart template for each jurisdiction to complete following this session.

Members suggested offering the following breakout sessions as “teasers” to be following by skills building training sessions:

- CPAI
- Victim Rights
- Crisis Intervention Training (CIT)

Members noted that the subcommittee should be cautious to not present numerous teasers as skills building trainings offered will be limited.

Members suggested the following as potential faculty:

- Anne Seymour-victim rights
- Dottie Davis- CIT
- Stephanie Troyer-opening plenary on motivational interviewing

V. 2009 Skills Building Workshop-Update

Jamie Bergacs reported that Nicki Venable and Stephanie Troyer are confirmed as faculty for the 2 day Motivational Interviewing Skills Building Workshop. The workshop is tentatively scheduled to take place during the week of March 30, 2009.

Members discussed having a one day follow-up “booster” in 6 months for those in attendance.

Members were advised this workshop will be limited to 40 participants. Members briefly discussed ways in which participation in the workshop will be determined. No decision was reached on this issue.

VI. Problem-Solving Court Orientations

Jamie Bergacs reported that IJC is interested in implementing orientation sessions for both coordinators and court staff. Subcommittee members were presented with prospective training topics. See attached.

- **Coordinator orientation**
 - Members recommended team building be added as a training topic.
 - It was recommended that this orientation be expanded to include Judges.
 - It was suggested that participants be given the opportunity to write down questions and have a panel address those questions during lunch.
 - Members recommended that an experienced coordinator audit the first orientation and provide feedback to the subcommittee on the curriculum.
 - IJC PSC staff to speak with IJC education staff regarding pairing new PSC judges with mentors that are or have been involved with PSC.
 - Members suggested that the first orientation take place in February 2009.
 - Members discussed that the program will be limited to one day and is intended to provide an overview of the various topics.
 - The audience for the orientation will be new PSC judges and coordinators or PSC judges and coordinators of courts in the planning stages.
- **Program Staff orientation**
 - Members discussed and agreed that the orientation would be open to all team members. As a result, the orientation should be kept “generic” to be applicable for all team members.
 - It was suggested that PowerPoint presentations be developed and given to presenters so that the information presented is consistent.
 - It was recommended that Evidence Based Practices and Effective Practices in Community Supervision be added as training topics.

VII. NDCI Judge and Coordinator Training

Mary Kay Hudson reported the possibility of IJC hosting the NDCI Drug Court Practitioners Training Series for Judges and Coordinators due to the number of new judges and coordinators beginning in 2008 and that will begin in 2009. Ms. Hudson advised members the benefit of sponsoring such a training would be that the content could be tailored to meet the needs of Indiana courts, there would be no registration fee for the training and the training would be open to judges and coordinators of drug courts and reentry courts.

Members asked IJC staff to assess the need for such training.

VIII. Schedule next meeting date

The next meeting is scheduled to take place via conference call on January 9, 2009 at 10:30 a.m.

IX. Adjourn

The meeting was adjourned at approximately 12:30 p.m.

Coordinator's Orientation

I. Problem-Solving Court Staff

- Role of each staff member

II. The Role of IJC

- Program Support
 - Letters of Support
- Problem-Solving Court Website
 - Practice Guidelines
- Program Certification
- Supreme Court Grant

III. The Rules

- Where are the rules located?
- What do they contain?
- Do the rules pertain to me and my program?
- Brief Summary

IV. Certification

- Why be a certified program
- Steps to becoming a certified program
- Certification overview

V. Staff Requirements – Continuing Education

- New hire requirements
- Professional Status Requirements
- Professional Status Maintenance (continuing education)

VI. FAQ

- Confidentiality and Ethics

Problem Solving Court Staff Orientation

The Role of IJC

- Program support
- Problem-solving court website
- Program certification

Overview of the Criminal Justice System

Problem-Solving Courts Statutes

- Drug Courts- IC 12-23-14.5
- Reentry Courts- IC 33-23-14

The Rules

- Where are the rules located?
- Do the rules pertain to me?
- Brief Summary

Components of Problem-Solving Courts

- The Ten Key Components
- Team approach
 - Roles and responsibilities of team members
- Frequent court appearances
- Sanctions and incentives

Legal Issues

- Confidentiality and Ethics
 - Consent forms
- Search and Seizures
- Ex Parte Communication
- Due Process

Certification

- Benefits of being a certified court
- Brief certification overview
- Certification and program staff
 - Staff member interview
 - File review

Staff Requirements – Continuing Education

- Professional status requirements

- Professional status maintenance (continuing education)

Skill Building

- Introduction to Motivational Interviewing
- Interpretation of Chemical Testing Results (3 hours)

Case Management

- Clinical Screening
- Narrative Summary
- Risk and Needs Assessment
- Reintegration Plan
- Case Notes and Monitoring
- Referrals